



The Confederated Tribes of the Grand Ronde Community of Oregon

Education Division
(503) 879-2275 • FAX (503) 879-2286
1-800-422-0232 Ext. 2275

9615 Grand Ronde Road
Grand Ronde, OR 97347

Umpqua • Molalla • Rogue River • Kalapuya • Chasta

EARLY COLLEGE SCHOLARSHIP PROGRAM

APPLICATION

The purpose of this program is to assist high school aged students (16 years and older) who are members of the Confederated Tribes of Grand Ronde and choose to take college credit courses while still enrolled in high school. Home schooled students may also participate in this program. Students may take college courses toward high school graduation and college degree completion.

The following documents **must** be included with an individual's completed application to be considered for funding:

- ☐ Copy of Tribal Enrollment Verification from the CTGR Enrollment Office
- ☐ Copy of Current High School Transcript if applicable – Copy of high school progress for home schooled students
- ☐ Personal Letter that states your educational goals and your plans after completing your field of study
- ☐ Signed Funding Acceptance Agreement
- ☐ Signed Authorization for Release of Information
- ☐ Copy of Schedule for the Quarter/Semester you will be attending
- ☐ Copy of amount of the class(es) you will be registering for

Please return completed application and verifications to:

The Confederated Tribes of Grand Ronde
Early College Scholarship Program
9615 Grand Ronde Rd.
Grand Ronde, OR 97347

The Completed application must be received at the Education Division office on or before 10 days prior to the start of the quarter/semester you will be attending.

Should you have any questions about this application or the Early College Scholarship Program, ~~please contact the CTGR Education Division at 1-800-422-0232 Ext. 2275.~~

EARLY COLLEGE SCHOLARSHIP PROGRAM

APPLICATION

A. APPLICANT INFORMATION

1. Name _____
Last First Middle
2. Address _____
3. Phone #: Home () _____ Bus/Msg () _____
4. E-Mail Address: _____
5. SSN# _____ Enrollment # _____ Date of Birth _____
6. Do you have any unpaid debts owing to any Education Division program? _____
If yes, what is the debt and the amount owed? _____
7. Have you ever received any assistance through the Confederated Tribes of Grand Ronde Higher Education Division? _____ If yes, list the type of assistance and year.

8. Are you receiving assistance towards your education from any other Tribal program? _____
If yes, list the amount and program. _____

B. EDUCATION INFORMATION

1. High School Attending _____
2. Name of College You Wish To Attend: _____
3. College Address: _____
4. College Financial Aid Office Phone #: _____ Fax # _____
5. Have You Been Accepted For Admission: ☐ Yes ☐ No ☐ Pending
6. Program of Study: _____
7. Degree You Plan to Earn: ☐ Associate Degree : Professional/Technical ☐ Associate: Transfer
☐ Bachelor Degree
8. Start Date: _____ Expected Completion Date of Class(es): _____

9. Operating System of the College: ☐ Quarter ☐ Semester ☐ Other (please explain)

10. Do you have limitations that would interfere with your successful completion of the program or degree? Yes ☐ No ☐ If yes, please explain. _____

I, the undersigned applicant certify that the information I have provided in this application is true, complete and accurate. I understand that providing fraudulent information will subject this application to rejection and may affect any future funding eligibility.

Applicant's Signature

Date

I, the undersigned certify that the information my son/daughter has provided in this application is true, complete and accurate. I understand that providing fraudulent information will subject this application to rejection and may affect any future funding eligibility.

Applicant's Legal Guardian's Signature

Date

Applicant's Legal Guardian First and Last Name (in print)

EARLY COLLEGE SCHOLARSHIP PROGRAM

FUNDING ACCEPTANCE AGREEMENT

To be signed by the parent/legal guardian prior to receiving financial assistance.

I, _____ do hereby agree to have _____ attend the school indicated on this application and agree to follow all rules, regulations and attendance requirements of the school and to the best of my ability will satisfactorily ensure that he/she completes the course work they have selected. I further agree that the funds issued to _____ for educational purposes will be used for such purposes.

I agree to have him/her give evidence of progress by providing grade reports or progress evaluations from the institution at the conclusion of each quarter/semester. I understand that he/she is required to be enrolled in an accredited institution or program. I further understand that he/she will be required to demonstrate satisfactory academic progress by achieving a minimum grade of "C" or better in each of the courses they are enrolled in for the quarter/semester.

I understand that if _____ withdraws before the quarter/semester is over, if he/she does not maintain the satisfactory academic progress of a "C" or better per course, or if he/she does not provide the Education Division with evidence of his/her progress, I will be required to reimburse the CTGR Education Division for the funding advanced to _____ and that he/she will not qualify for any further tribal funding until I have reimbursed the CTGR Education Division in full.

I understand that if the funding that is owed to the CTGR Education Division is not received from me, it will be deducted from my Tribal Distribution funding. I also understand that if I the parent/legal guardian signer on this application am not a CTGR member, I will be sent to collections and/or small claims court.

I the undersigned have read, understand, and agree to abide by the terms and conditions of this Funding Acceptance Agreement.

Parent/Legal Guardian of Early College Scholarship Program applicant:

Print Name

Tribal Roll Number
(if applicable)

Signature of Parent/Legal Guardian of applicant

Date

EARLY COLLEGE SCHOLARSHIP PROGRAM

PERSONAL LETTER

Please write a personal letter, which states your educational goals and indicates your plans after completing high school (attach additional sheet if necessary).

[illegible]

EARLY COLLEGE SCHOLARSHIP PROGRAM

AUTHORIZATION FOR RELEASE OF INFORMATION

The Confederated Tribes of Grand Ronde Education Division uses this authorization and the information obtained with it to administer and evaluate funding eligibility for its Early College Scholarship program.

AUTHORIZATION: I _____ do hereby authorize the release of any and all information regarding my case file as it relates to the eligibility/application for assistance from the Confederated Tribes of Grand Ronde Community of Oregon, Education Division. This authorization includes and is limited to the following:

- Grade Reports, Transcripts, Progress Reports, and Updates
- Attendance Verification and Program Awards
- Financial Aid, Budget Summaries, Resources, and Scholarship Awards
- Personal Reports regarding program participation and/or requirements

In addition, my signature allows the Tribal Education Division to release my case file information to the following agency/institution/person:

I agree that photocopies of this authorization may be used for the purpose stated above.

MY RIGHTS: I understand this authorization is voluntary and that I may revoke this authorization at any time, provided I do so in writing and submit it to CTGR Education, 9615 Grand Ronde Rd., Grand Ronde, OR. 97347. The revocation will take effect when CTGR Education received it, except to the extent that action has been taken in reliance on this authorization.

Student Signature	Social Security Number	Date
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Parent/Legal Guardian Signature	Social Security Number	Date
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EARLY COLLEGE SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES

The purpose of this program is to assist high school aged students (16 years and older) who are members of the Confederated Tribes of Grand Ronde and choose to take college level courses while still enrolled in high school. Home schooled students may also participate in this program. Students may take college courses toward high school graduation and college degree completion.

I. APPLICANT ELIGIBILITY REQUIREMENTS

Early College Scholarship funding may be awarded and applied toward the costs of tuition, fees, books, and supplies under the following conditions:

A. Applicant Eligibility Requirements:

1. The applicant must be an enrolled member of the Confederated Tribes of Grand Ronde;
2. The applicant must provide a copy of Tribal Enrollment Verification from the CTGR Enrollment Office;
3. The applicant must be working towards high school completion;
4. The applicant must be at least 16 years of age at the time of application;
5. There are no residency requirements;
6. Applicants must not owe any debts to the Confederated Tribes of Grand Ronde.
7. The student and parent must sign the funding acceptance agreement which obligates the student and parent to reimburse the Education Division if the student fails to meet the requirements of the program.
8. If the student's parent/legal guardian does not reimburse the Education Division monies owed by the time of a Tribal Disbursement, the amount owed will be withheld from the Tribal Disbursement and credited to the Education Division to reimburse for the debt owed. If the student's parent/legal guardian that signs the application is not a member of the Confederated Tribes of Grand Ronde, they will be sent to collections and/or small claims court.

II. PROGRAM ELIGIBILITY REQUIREMENTS:

Students who wish to take college level courses must enroll in a college or university that is accredited by one of the accreditation agencies listed below. All educational institutions are subject to review and approval by the Education Division, prior to providing funding for Tribal member participation. College level courses must be for credit and count towards either the High School or College level graduation requirements.

III. ACCREDITATION:

- a. All institutions must be accredited by one of the national or regional accrediting associations listed below in order to be eligible for funding:

1. **American Medical Association, AMA** (all medical students)
<http://www.ama-assn.org/>
2. **American Bar Association, ABA** (all law students) <http://www.abanet.org/>
3. **Higher Learning Commission of Colleges and Schools, HLC** (Formerly the North Central Association) <http://www.ncahigherlearningcommission.org/>
4. **Middle States Association of Colleges and Schools, MSA**
<http://www.middlestates.org/>
5. **New England Association of Schools and Colleges, Inc.-Commission on Institutions of Higher Education, NEASC-CIHE** <http://www.neasc.org/>
6. **New England Association of Schools and Colleges, Inc.-Commission on Technical and Career Institutions, NEASC-CTCI**
<http://www.neasc.org/ctci/ctci.htm>
7. **Northwest Commission on Colleges and Universities, NCCU** (formally Northwest Association of Schools and Colleges) <http://www.nwccu.org/>
8. **Southern Association of Colleges and Schools/Commission on Colleges, SACS-CC** <http://www.sacs.org/>
9. **Western Association of Schools and Colleges/Accrediting Commission, WASC.** <http://www.wascweb.org/>

- b. All institutions must accept Federal Student Aid (Title IV funding).

- c. Proprietary institutions that do not meet the above criteria may be reviewed for consideration with a legitimate letter of explanation from the student. The appeal

letter must express why there is no other institution they can attend that offers a similar program of study that is accredited by the above mentioned accrediting associations. Students must also provide verification of the institution's accrediting agency and the estimated school cost (tuition/fees & books/supplies) from the Financial Aid Office. Proprietary institutions will not automatically be eligible for funding.

IV. TERMS AND CONDITIONS:

- A. **Qualified applicants are eligible for a funding amount not to exceed \$1000.00 per term / quarter. Students on a semester system are eligible for funding not to exceed \$2000.00 per semester/6 months.**
- B. Applicants will be required to meet all application deadlines for admission to respective educational institutions.
- C. Applicants must submit to the Tribal Education Division a completed application and verification documents **10 days prior to the beginning of the course** for which they have applied for funding.
- D. Recipients must maintain satisfactory academic progress by achieving a minimum grade of a "C" (or equivalent) per course as defined by the educational institute.
- E. If recipients do not maintain satisfactory academic progress, including incomplete, dropped classes, or early withdrawal, then reimbursement to the Education Division is **required** for all funding that was awarded for the course. Recipients have one year from the date of grade postings to complete a course in which they have received an incomplete grade.
- F. Recipients **must** provide the Tribal Education Division evidence of satisfactory completion either through grade or progress reports.
- G. If the recipient does not provide evidence of satisfactory completion then **no additional funding will be awarded** and the recipient and/or parent/guardian will be required to reimburse the Education Division for all funding that was awarded for the course(s).
- H. If the educational institution cancels a course the recipient has enrolled in, then reimbursement to the Education Division is required. **It is the student and parent's responsibility to ensure that the Education Division is reimbursed from the school for a class that has been canceled. The student and parent are also responsible to reimburse the Education Division for the costs of all books and supplies that were purchased for a course that was canceled.**

- I. This program **does not** pay for the cost of excessive supplies or equipment, transportation, subsistence, childcare, parking passes, or clothing and related expenses, and other items determined non-essential by the Scholarship Coordinator and/or the institute of attendance.
- J. The Early College Scholarship program **will not** duplicate funding the student receives from other sources.

IV. SUSPENSION, REPAYMENT, AND APPEALS

- A. The Program Coordinator will notify program recipients in writing when they fail to comply with the Terms and Conditions listed above. If the program recipient does not comply with the Terms and Conditions they will be required to reimburse the Education Division for funding under this program and will not be eligible for additional funding until the reimbursement has been made.
- B. A recipient who is aggrieved by a decision of the Education Division may file an appeal. Appeals must be in writing and received by the Education Division within **five (5)** working days of receiving a written decision.
- C. Written appeals should be addressed to the Education Division Manager. The appeal should contain at least the following information:
 - 1. Anticipated outcome.
 - 2. Extenuating circumstances.
 - 3. Any additional relevant information the applicant/recipient wants the Education Division Manager to take into consideration.
 - 4. Reason(s) why recipient believes the decision should be changed.
- D. The Education Division Manager will review the appeal and render a decision within **five (5)** working days after receiving the appeal. The decision will be based on the information submitted. The applicant/recipient may request a meeting to present additional oral testimony related to the appeal.
- E. If the recipient is not satisfied with the decision rendered by the Education Division Manager then he/she may appeal to the Education Division Committee. Appeals must be in writing and received by the Education Division Committee within **fifteen (15)** days of receiving a written decision from the Education Division Manager.
- F. The Education Division Committee will review the appeal and render a decision within **thirty (30)** days from receiving the appeal based on the information submitted. ~~The recipient and the Education Division Manager may meet with the Education Division Committee to provide oral testimony related to the appeal.~~

V. FUNDING

- A. Once approved for program participation, a letter of authorization will be sent to the business office and bookstore of the college/university of attendance. A maximum funding limit will be included in the authorization letters. The institution will then invoice the Early College Scholarship program for the amount of the student's charges. The program will only pay for authorized charges associated with the approved courses. Payments will then be made directly to the school of attendance.
- B. Reimbursements will not be made directly to students.
- C. The level of funding for this program is subject to availability of Tribal resources and budget approval.

VI. MONITORING AND REPORTING

- A. The Program Coordinator is responsible for day-to-day compliance with this policy and will determine the eligibility of program applicants. The Program Coordinator will provide annual reports to the Education Division Manager.

VII. IMPLEMENTATION AND POLICY REVIEW

- A. This policy shall become effective upon review and approval of the Education Division Manager and Executive Team. This policy will be reviewed on an annual basis.